

## XIII Office Revolving Fund Accounting

CALSTARS provides agencies with automated support for Office Revolving Fund (ORF) activities. The *State Administrative Manual* (SAM), Section 8100 *et seq*, describes ORF procedures. Internal control procedures are discussed in SAM Section 8080.

The primary objective of establishing an ORF is to enable agencies to disburse cash for specific events in an expedient manner.

Agencies can issue checks from the ORF for the purpose of making:

- ✧ Payments of discount or other urgent vendor invoices;
- ✧ Petty cash fund and change fund disbursements; and
- ✧ Advances to employees for travel, salary or expenses.

Agencies can issue checks drawn against the ORF by manually typing the checks or using the Check Writer Subsystem to automatically print checks on an agency printer. The issuance of checks is described in Volume 1, Chapter XIV, Check Writer Subsystem.

ORF activities include the following:

- ✧ Maintenance of a cash book;
- ✧ Maintenance of a receivable ledger;
- ✧ Preparation of checks for vendors and employees;
- ✧ Reimbursement/Replenishment of Advances; and
- ✧ Reconciliation.

Certain payments to vendors made through ORF are subject to the "Reportable Payment" requirements described in Volume 1, Chapter XII, Reportable Payments. Agency staff responsible for disbursing advances made to vendors should be thoroughly familiar with reportable payments procedures and the special handling of ORF advances described in the next section of this chapter.

The objectives of this chapter are to:

- ✧ Describe the CALSTARS ORF accounting process;
- ✧ Discuss various reports that display ORF activity; and
- ✧ Explain how ORF activity is posted to the Vendor Payment File.

## ORF ACCOUNTING PROCEDURES

Under Government Code Section 16400, a State agency is permitted to establish a revolving fund from any appropriation available to that agency, subject to certain limitations. These limitations and specific guidelines are discussed in SAM Section 8100.

Each agency's ORF account is identified in CALSTARS as Fund 0998. There is no associated UCM Fund Source code. If an agency has more than one ORF account, unique 2-digit Fund Detail should be established in the agency's D23 Descriptor Table. These Fund Detail codes should be recorded on all ORF transactions in order to establish separate general ledgers for each ORF account and separately record each account's activities.

ORF accounting activities include:

- ✧ Establishing/increasing the ORF;
- ✧ Recording Petty Cash Fund/Office Change Fund activities;
- ✧ Processing salary advances;
- ✧ Processing travel advances;
- ✧ Processing expense advances;
- ✧ Reimbursing/Replenishing the ORF advances ; and
- ✧ Decreasing the ORF.

The procedures for each of these activities in CALSTARS are described on the following pages. Exhibit XIII-1 provides a listing of the transactions required to record ORF activity. Exhibit XIII-2 displays the T-accounts for those accounting events. Exhibit XIII-3 identifies how the Current and Reference Document Numbers should be coded to ensure proper tracking of ORF advances and disbursement records in the Vendor Payment File.

EXHIBIT XIII-1  
SUMMARY OF OFFICE REVOLVING FUND TRANSACTIONS

| <u>Accounting Event</u>  | <u>T C</u>        |                   |
|--|-------------------|-------------------|
|  | <u>AUTO</u>       | <u>MANUAL</u>     |
| <b>Establish/Increase ORF</b>  |                   |                   |
| 1a) Schedule Disbursement of ORF Appropriation Advance in Advancing Fund   | 403               | 404               |
| 1b) Establish Due from ORF in Advancing Fund   | 191               | 191               |
| 1c) Establish/Increase Office Revolving Fund   | 179               | 179               |
| <b>Petty Cash Fund/Office Change Fund established from ORF</b>   |                   |                   |
| 2a) Establish Office Change Fund   | 420               | 417               |
| 2b) Return/ORF Petty Cash/Deposit  | 407               | 407               |
| 2c) Increase Office Change Fund  | 416               | 411               |
| <b>Salary Advances</b>   |                   |                   |
| 3a) Disburse ORF Salary Advance  | 422               | 277               |
| 3b) Record Return of ORF Salary Advance  | 189               | 189               |
| 3c) Disburse Excess Salary Advance Repayment   | 430               | 234               |
| <b>Travel Advances</b>   |                   |                   |
| 4a) Disburse ORF Travel Advance  | 423               | 278               |
| 4b) Record Return of ORF Travel Advance  | 186               | 186               |
| 4c) Disburse Excess Travel Advance Repayment   | 431               | 235               |
| <b>Expense Advances</b>  |                   |                   |
| 5a) Disburse ORF Expense Advance   | 424               | 280               |
| 5b) Record Return of ORF Expense Advance   | 190               | 190               |
| 5c) Disburse Excess Expense Advance Repayment  | 432               | 433               |
| <b>Reimburse/Replenish ORF Advances</b>  |                   |                   |
| <b>Record Expenditures</b>   |                   |                   |
| 6a) Schedule Expenditure (use the following TCs as appropriate)  |                   |                   |
| Schedule Expenditure not Previously Encumbered/Accrued   | 231 <sup>1/</sup> | 240               |
| Schedule Expenditure Previously Encumbered   | 232               | 243               |
| Schedule Expenditure Previously Accrued  | 233               | 246               |
| Any other appropriate TC that creates a claim schedule   |                   |                   |
| 6b) Claim Correction in ORF (Fund 0998)  | 236 <sup>1/</sup> | 236 <sup>1/</sup> |
| 6c) Reduce Expenditure (Claim Correction) ( <i>Advancing Fund</i> )  | 253               | 253               |
| <b>Liquidate Advances and Establish a Due From Other Funds</b>   |                   |                   |
| 6d) Liquidate Travel Advance   | 279               | 279               |
| 6e) Liquidate Expense Advance  | 281               | 281               |
| <b>Record Deposit of/Reimbursement Warrant or Replenishment Journal Entry</b>  |                   |                   |
| 6f) Record Deposit of ORF Reimbursement Warrant or Replenishment Journal Entry   | 178               | 178               |
| <b>Decrease ORF</b>  |                   |                   |
| 7a) Decrease ORF Cash  | 421               | 418               |
| 7b) Record Return of ORF Advance in Advancing Fund   | 406 &<br>191R     | 406 &<br>191R     |
| <br><sup>1/</sup> Transaction requires GL input of 1710 or 1712 as appropriate. The entry in Exhibit XIII-2 shows a claim correction of an expense advance reimbursement claim schedule. |                   |                   |

EXHIBIT XIII-2  
T-ACCOUNTS FOR OFFICE REVOLVING FUND

**ENTRIES IN ORF (FUND 0998)**

| 1130 Revolving Fund Cash              |        |             | 1190 Cash on Hand    |     |          | 1400 Due from Other Funds <sup>1/</sup> |     |          |
|---------------------------------------|--------|-------------|----------------------|-----|----------|---|-----|----------|
| (1c)                                  | 10,000 |             | (2a)                 | 50  | 50 (2b)  | (6e)                                    | 140 |          |
| (2b)                                  | 50     | 50 (2a)     | (2c)                 | 25  |          | (6d)                                    | 350 | 490 (6f) |
|                                       |        | 200 (5a)    |                      |     |          |   |     | 25 (6b)  |
|                                       |        | 300 (3a)    |                      |     |          |   |     |          |
|                                       |        | 400 (4a)    |                      |     |          |   |     |          |
| (5b)                                  | 80     | 20 (5c)     |                      |     |          |   |     |          |
| (3b)                                  | 400    | 100 (3c)    |                      |     |          |   |     |          |
| (4b)                                  | 125    | 75 (4c)     |                      |     |          |   |     |          |
| (6f)                                  | 490    | 25 (2c)     |                      |     |          |   |     |          |
|                                       |        | 2,000 (7a)  |                      |     |          |   |     |          |
| 1710 Expense Advances                 |        |             | 1712 Travel Advances |     |          | 1714 Salary Advances                    |     |          |
| (5a)                                  | 200    |             | (4a)                 | 400 |          | (3a)                                    | 300 |          |
| (5c)                                  | 20     | 80 (5b)     |                      |     | 125 (4b) | (3c)                                    | 100 | 400 (3b) |
| (6b)                                  | 25     | 140 (6e)    | (4c)                 | 75  |          |   |     |          |
|                                       |        |             |                      |     | 350 (6d) |   |     |          |
| 3110 Due to Other Funds <sup>2/</sup> |        |             |                      |     |          |   |     |          |
| (7a)                                  | 2,000  | 10,000 (1c) |                      |     |          |   |     |          |

**ENTRIES IN ADVANCING FUND**

| 1140 Cash in State Treasury |       |             | 1130 Revolving Fund Cash |        |             | 1400 Due from Other Funds <sup>3/</sup> |        |            |
|-----------------------------|-------|-------------|--------------------------|--------|-------------|---|--------|------------|
| (7b)                        | 2,000 |             | (1a)                     | 10,000 | 10,000 (1b) | (1b)                                    | 10,000 | 2,000 (7b) |
| (6c)                        | 25    |             |                          |        |             |   |        |            |
| 3021 Claims in Process      |       |             | 9000 Expenditures        |        |             |   |        |            |
|                             |       | 10,000 (1a) | (6a)                     | 490    | 25 (6c)     |   |        |            |
|                             |       | 490 (6a)    |                          |        |             |   |        |            |

<sup>1/</sup> Establish a separate subsidiary account number for each fund reimbursing ORF (e.g., 00010000).

<sup>2/</sup> Establish a separate subsidiary account number for each fund advancing money to ORF (e.g., 00010000).

<sup>3/</sup> Establish a subsidiary account number for each ORF account (**09980000**).

**EXHIBIT XIII-3**  
**ORF CODING OF CURRENT/REFERENCE DOCUMENT FIELDS**

The following table displays how Current Document Number and Reference Document Number fields are coded in ORF transactions. These fields must be completed as indicated below to properly track ORF advances and disbursements in the Vendor Payment File, and to establish the appropriate audit trails. The Vendor Number field must always be coded for the transaction to post to the Vendor Payment File.

| <b>Function</b>  | <b>Transaction Codes</b>       | <b>Current Document Number</b>   | <b>Reference Document Number</b>                                  |
|--|--------------------------------|--|---|
| Disburse ORF Advance   | 277, 278, 280<br>422, 423, 424 | Enter the Check Number or any other unique value for the advance. <sup>1/</sup>  | Not applicable  |
| Return ORF Advance   | 186, 189, 190                  | Enter Cash Receipt Number or Report of Deposit Number for audit trail.   | Enter the Current Document Number from the original advance.      |
| Disburse Excess Advance Repayments                                     | 234, 235, 433<br>430, 431, 432 | Enter the disbursing check for audit trail purposes. <sup>1/</sup>   | Enter the Current Document Number from the original advance.      |
| Schedule ORF Advance for Reimbursement                                 | 279, 281                       | For audit trail purposes, enter the number of the Claim Schedule that will be generated to reimburse/replenish ORF.                                      | Enter the Current Document Number from the original advance.      |
| Record Deposit of Reimbursement Warrant or Replenishment Journal Entry | 178                            | Reimbursement Warrant - Enter Cash Receipt Number or Report of Deposit Number.<br>Replenishment JE – Enter SCO JE number (agency claim schedule number). | Enter the Current Document Number from the TC 279 or 281.         |
| Establish Petty Cash Fund/Office Change Fund                           | 417, 420                       | Enter the Check Number or other unique value for the disbursement. <sup>1/</sup>   | Not applicable  |
| Return Petty Cash Fund/Office Change Fund to ORF                       | 407                            | Enter Cash Receipt Number or Report of Deposit Number for audit trail.   | Enter the Current Document Number from the original disbursement. |
| Increase Office Change Fund  | 411, 416                       | Enter the disbursing check for audit trail purposes. <sup>1/</sup>   | Enter the Current Document Number from the original advance.      |

<sup>1/</sup> If the Current Document Number is blank when generating automated checks, CALSTARS automatically assigns the Check Number to the Current Document field; e.g., Check Number **555-123456** becomes Document Number **55512345-60**.

**Establishing/Increasing the Office Revolving Fund**

The initial cash balance for the ORF is recorded by three entries.

1. Establish a new ORF account or increase the amount of an existing ORF account (recorded in the advancing fund).

TC 403 Schedule To Establish ORF Advance (Auto)

Dr. 1130 Revolving fund Cash

Cr. 3021 Claims in Process

**OR**

TC 404 Schedule To Establish ORF Advance (Manual)

Dr. 1130 Revolving fund Cash

Cr. 3021 Claims in Process

2. When the claim schedule is submitted, establish the amount Due from Other Funds (recorded in the advancing fund).

TC 191 Establish Due From ORF in the Advancing Fund

Dr. 1400 Due from Other Funds (Subsidiary: **09980000**)

Cr. 1130 Revolving Fund Cash

3. When the warrant is deposited, establish the beginning cash balance and the amount due to the advancing fund (recorded in the ORF).

TC 179 Establish/Increase Office Revolving Fund

Dr. 1130 Revolving Fund Cash

Cr. 3110 Due to Other Funds (Subsidiary: **nnnn0000**)

(**nnnn** = advancing fund number, e.g., **0001**)

**Decreasing the ORF**

To decrease the ORF, a revolving fund check is made payable to the agency's advancing appropriation. The check is sent to the SCO along with a Remittance Advice noting that it is a return of a portion or the entire ORF advance. To record the return of ORF monies, one of the following entries is posted in Fund 0998:

TC 418 Return ORF Cash to Advancing Fund - Manual Check

Dr. 3110 Due to Other Funds

Cr. 1130 Revolving Fund Cash

**OR**

TC 421 Return ORF Cash to Advancing Fund - Auto Check

Dr. 3110 Due to Other Funds

Cr. 1130 Revolving Fund Cash

The following entries are recorded in the *advancing fund* to record the cash receipt and decrease the amount due from the ORF:

TC 406 Record Return of ORF Appropriation Advance

Dr. 1140 Cash in State Treasury  
Cr. 1130 Revolving Fund Cash

**AND**

TC 191R Establish Due From ORF in the Advancing Fund

Dr. 1130 Revolving Fund Cash  
Cr. 1400 Due From Other Funds

### Recording Petty Cash Fund/Office Change Fund Activities

Petty cash funds (also referred to as "cash purchase funds") function as sub-revolving funds for making cash purchases of goods and services costing less than \$50.00. Office change funds function as sub-revolving funds for making change in a cash collection operation. In CALSTARS, these two types of funds are accounted for in the same manner.

To establish a petty cash fund or office change fund, follow the steps below:

- ✧ Appoint a custodian of the fund;
- ✧ Establish a Vendor Number for the custodian in the Vendor Edit Table;
- ✧ Issue an ORF check payable to the custodian using the custodian's Vendor Number; and,
- ✧ Post one of the following transactions to establish the petty cash fund or office change fund in the Custodian's name.

TC 417 Establish Office Change Fund - Manual Check

Dr. 1190 Cash on Hand  
Cr. 1130 Revolving Fund Cash

**OR**

TC 420 Establish Office Change Fund - Auto Check

Dr. 1190 Cash on Hand  
Cr. 1130 Revolving Fund Cash

**NOTE:** The Vendor Number should **not** include the custodian's Social Security Number or Employee Identification Number. However, the Vendor Name may include custodian's title, i.e., John Doe, Region 3 Petty Cash Custodian.

Office change funds do not require periodic reimbursement since their purpose is to make change. However, a petty cash fund must be reimbursed after monies are used to purchase goods or services. Periodically, petty cash custodians submit cash receipts and vouchers for reimbursement. An ORF check is issued to the custodian to replenish the cash. The petty cash receipts are then submitted in a claim schedule (along with other expense advance vouchers) to reimburse the ORF. By using the custodian's Vendor Number and the original Document Number as the Reference Document Number in the expenditure transaction, all petty cash fund activity can be conveniently tracked in the Vendor Payment File.

When there is a change of custodian, a reconciliation of the petty cash fund or office change fund is required per SAM Section 8111.2. The petty cash receipts should be submitted to reimburse the petty cash fund. After the petty cash is replenished back to its original amount, the cash should be remitted to liquidate the advance. When the petty cash fund or office change fund is returned to the ORF, the following entry is made in Fund 0998:

TC 407 Record Return of ORF Petty Cash - Deposit  
Dr. 1130 Revolving Fund Cash  
Cr. 1190 Cash on Hand

The Document Number that originally established the petty cash or office change fund must be entered in the Reference Document Number field. If the Petty Cash Fund or Office Change Fund is increased, record the following entry in Fund 0998:

TC 411 Increase Office Change Fund – Manual Check  
Dr. 1190 Cash on Hand  
Cr. 1130 Revolving Fund Cash

TC 416 Increase Office Change Fund – Auto Check  
Dr. 1190 Cash on Hand  
Cr. 1130 Revolving Fund Cash

### Processing Salary Advances

The ORF must be used to record all salary advances made to employees. When it is determined that an employee requires a salary advance, the following entry is made to record the ORF check in Fund 0998:

TC 277 Disburse ORF Salary Advance - Manual Check  
Dr. 1714 Salary Advances  
Cr. 1130 Revolving fund Cash

**OR**

TC 422 Disburse ORF Salary Advance - Auto Check  
Dr. 1714 Salary Advances  
Cr. 1130 Revolving fund Cash



**NOTE:** A Vendor Number must be coded in the accounting transaction in order for the transaction to post to the Vendor Payment File.

If the original ORF check is not issued to the employee or is returned to the agency by the employee and is not cashed, post TC 277R to cancel the check.

**IMPORTANT:** Do not record the return of an uncashed ORF check as a receipt using TC 189. This will cause a bank reconciliation problem.

When the employee's SCO payroll warrant is received by the agency for the period of the salary advance, post the following entry in Fund 0998:

TC 189 Record the Return of ORF Salary Advance  
Dr. 1130 Revolving Fund Cash  
Cr. 1714 Salary Advances

To liquidate the salary advance, enter the Document Number of the original advance in the Reference Document field. Enter the Cash Receipt or Report of Deposit number as the Current Document Number for audit trail or bank reconciliation purposes.

If the employee's payroll warrant is greater than the original salary advance, another ORF check is disbursed to the employee for the difference. This transaction is posted in Fund 0998 as follows:

TC 234 Disburse Excess Salary Advance Repayment -Manual Check  
Dr. 1714 Salary Advances  
Cr. 1130 Revolving Fund Cash

**OR**

TC 430 Disburse Excess Salary Advance Repayment -Auto Check  
Dr. 1714 Salary Advances  
Cr. 1130 Revolving Fund Cash

Enter the check number or a unique document number in the Current Document Number field. Enter the document number of the original salary advance in the Reference Document Number field. Using this document number will post the amount of the second check to the "Adjustment Amount" column of the original Document File record. This causes the amount of the original salary advance document to increase by the amount of the excess repayment so the salary advance is equal to the cash receipt amount. The document balance should be zero when the second check nets the salary warrant that was deposited.

### Processing Travel Advances

The ORF should be used to record all travel disbursements made to employees. SAM Section 8116.4 forbids the issuance of permanent travel advances. A travel advance is for travel expected to be completed within the next 30 days. When

issuing travel disbursement checks from ORF, Travel Expense Claims (TEC) and Travel Advance Request forms are treated as *travel advances*. When it is determined that a travel advance is required for an employee, the following entry is made to record the ORF check in Fund 0998:

TC 278 Disburse ORF Travel Advance - Manual Check

Dr. 1712 Travel Advances  
Cr. 1130 Revolving Fund Cash

**OR**

TC 423 Disburse ORF Travel Advance - Auto Check

Dr. 1712 Travel Advances  
Cr. 1130 Revolving Fund Cash

**NOTE:** A Vendor Number must be coded in the accounting transaction for it to post to the Vendor Payment File.

If the original ORF check is not issued to the employee or is returned to the agency by the employee and is not cashed, post TC 278R to cancel the check.

**IMPORTANT:** Do not record the return of an uncashed ORF check as a receipt using TC 186. This will cause a bank reconciliation problem.

When the employee repays a portion of or the entire travel advance, the following entry is posted in Fund 0998:

TC 186 Record Return of an ORF Travel Advance

Dr. 1130 Revolving Fund Cash  
Cr. 1712 Travel Advances

To liquidate the travel advance, use the document number of the original advance in the Reference Document Number field. Enter the Cash Receipt or Report of Deposit number as the Current Document Number for audit trail or bank reconciliation purposes.

If the employee submits a TEC that exceeds the original travel advance, another ORF check is disbursed to the employee for the difference. This transaction is posted in Fund 0998 as follows:

TC 235 Disburse Excess Travel Advance Repayment - Manual Check

Dr. 1712 Travel Advances  
Cr. 1130 Revolving Fund Cash

**OR**

TC 431 Disburse Excess Travel Advance Repay - Auto Check

Dr. 1712 Travel Advances  
Cr. 1130 Revolving Fund Cash

Use the check number or a unique document number in the Current Document Number field. Enter the document number of the original travel advance in the Reference Document Number field. Using this document number will post the amount of the second check to the "Adjustment Amount" column of the original Document File record. This causes the original travel advance document to increase by the amount of the excess travel expenses so the total travel advance is equal to the TEC amount.

If a claim is not received within 60 days, SAM requires the agency to notify the employee of the outstanding balance and demand repayment backed by a statement that this amount will be deducted from the employee's next paycheck. If the trip was not taken, or the claim was less than the advanced, SAM requires the employee to repay the difference within 30 days.

### Processing Expense Advances

The ORF may be used to take advantage of vendor invoice discounts when the timeframe will not allow timely payment by claim schedule. The following entry is made to record an expense advance in Fund 0998:

TC 280 Disburse ORF Expense Advance - Manual Check

Dr. 1710 Expense Advances

Cr. 1130 Revolving Fund Cash

**OR**

TC 424 Disburse ORF Expense Advance - Auto Check

Dr. 1710 Expense Advances

Cr. 1130 Revolving Fund Cash

**NOTE:** A Vendor Number must be coded with the accounting transaction for the transaction to post to the Vendor Payment File.

If the original ORF check is not issued to the vendor or is returned to the agency by the vendor and is not cashed, use TC 280R to cancel the check.

**IMPORTANT:** Do not record the return of an uncashed ORF check as a receipt using TC 190. This will cause a bank reconciliation problem.

If the expense advance is returned (vendor issues a check to repay advance) the following entry is made to Fund 0998:

TC 190 Record Return of an ORF Expense Advance

Dr. 1130 Revolving Fund Cash

Cr. 1710 Expense Advances

To liquidate the expense advance, use the document number of the original advance in the Reference Document Number field. Enter the Cash Receipt or deposit

number as the Current Document Number for audit trail or bank reconciliation purposes.

Under special circumstances, when the vendor's invoice is greater than the original expense advance, another ORF check is disbursed to the vendor for the difference. This transaction is recorded in Fund 0998 as follows:

**TC 433 Disburse Excess Expense Advance Repayment-Manual Check**

Dr. 1710 Expense Advances

Cr. 1130 Revolving Fund Cash

**OR**

**TC 432 Disburse Excess Expense Advance Repayment-Auto Check**

Dr. 1710 Expense Advances

Cr. 1130 Revolving Fund Cash

Use the check number or a unique document number in the Current Document Number field. Enter the document number of the original expense advance in the Reference Document Number field. Using this document number will post the amount of the second check to the "Adjustment Amount" column of the original Document File record. This causes the original expense advance to increase by the amount of the excess expense advance so that the total expense advance is equal to the invoice amount.

### **Reimbursing Travel and Expense Advances**

Travel and expense advances are reimbursed through the claim schedule process after the expenditure documentation is received and approved by the agency. The expenditures are recorded from the travel expense claim, vendor invoice, petty cash receipt, or other payment voucher.

When a claim schedule is prepared to reimburse the ORF, two batches of transactions are required. The first batch records the expenditures. The coding of the expenditure transactions controls the manner in which the claim schedule is created and processed. The second batch liquidates the advances and establishes a Due From Other Funds.

When the SCO warrant is received for deposit to the ORF or the electronic transfer is made, another entry is required.

Listed below are three major factors to consider when creating a claim schedule to reimburse the ORF and record the expenditures:

**1) Reimbursement vs. Replenishment Claim Schedule**

There are two methods available to reimburse ORF advances through the claim schedule process:

**Reimbursement Claim Schedules**

When the reimbursement process is used, the SCO issues a warrant for the amount of the claim schedule. This warrant is payable to the agency name and is deposited into the agency's checking account.

**Replenishment Claim Schedules**

When the replenishment process is used, the SCO electronically transfers the amount of the claim schedule to the agency's checking account.

For both types of claim schedules, CALSTARS produces system-generated TC 360 Posting of Claims Filed entries. TC 362s are generated from the CD 102 process. The payment activity is displayed on the system generated reports from the automated CD 102 process.

**2) Reportable vs. Non-Reportable Payments**

Payments made to vendors through the ORF are subject to the same reportable payment requirements as non-ORF vendor payments (see Volume 1, Chapter XII, Reportable Payments). Payments to employees and some payments to vendors are not subject to reportable payment requirements, therefore they are processed differently. To record reportable ORF payments in the Reportable Payment (RP) file, agencies have two options:

➤ **Code Manual Claim Schedules to Identify Reportable Payments**

Enter manual claim schedule transactions with the Vendor Number/Suffix of the actual vendors who received the checks. For manual reimbursement claim schedules, the agency types a manual face sheet with the agency name as the payee. For manual replenishment claim schedules, the agency types a manual face sheet (Std. 219) that shows the agency's checking account number.

➤ **Manually Identify Reportable Payments; Post to RP File**

Two batches are required: (1) Enter the claim schedule transactions with the ORF reimbursement or replenishment Vendor Number/Suffix. These transactions are not automatically recorded in the RP file. (2) In the second batch, record these payments in the RP file using TC R02.

**Note:** Regardless of the method used, agencies must establish procedures to ensure that reportable payments are reported in the same tax year that the check is received by the vendor.

### **3) Automated vs. Manual Claim Schedules**

An automated claim schedule batch causes a claim schedule face sheet and remittance advices to be automatically printed when the batch successfully passes all overnight batch edits. Manual claim schedules and remittance advices are typed by agency staff. The batch to record the manual claim schedule can be keyed at any time, but should be posted when the manual face sheet and remittance advices are typed.

Typically, automated claim schedules are prepared when no reportable payments are included. Reportable payments are normally processed in manual claim schedules.

### **REIMBURSEMENT CLAIM SCHEDULE PROCESS**

The first step of the reimbursement claim schedule process is to prepare an automated or manual claim schedule. The procedures are discussed in the following sections.

#### **Automated Reimbursement Claim Schedules**

1. Enter one of the following TCs to generate an automated claim schedule and post the expenditures:
  - TC 231 - Schedule Expenditures Not Previously Encumbered or Accrued
  - TC 232 - Schedule Expenditures Previously Encumbered
  - TC 233 - Schedule Expenditures Previously Accrued
2. Establish an ORF Reimbursement Vendor Number/Suffix for the agency. Use Vendor Number AAAAAAAAAA with a Vendor Suffix not already reserved by CALSTARS for another purpose (Do not use suffix 70-79). See Volume 2, Chapter IV-VE, Exhibit IV-VE-1 for a list of reserved Vendor Numbers.
3. Use the ORF Reimbursement Vendor Number/Suffix when entering the automated reimbursement claim schedule transactions.
4. Submit the claim schedule face sheet and the Remittance Advices (W06) created by the automated process to the SCO.

#### **Manual Reimbursement Claim Schedules**

1. Enter one of the following TCs to post the expenditures for a manual claim schedule:
  - TC 240 - Schedule Expenditures Not Previously Encumbered or Accrued
  - TC 243 - Schedule Expenditures Previously Encumbered
  - TC 246 - Schedule Expenditures Previously Accrued
2. To automatically post the expenditures to the Reportable Payment file, use the actual Vendor Number/Suffix when entering the manual reimbursement claim schedule transactions. If the agency manually identifies reportable ORF payments, the ORF Vendor Number (see Automated Reimbursement

Claim Schedules) may be used. Since the Invoice field is displayed on the Vendor Payment Shadow File, the Vendor Payment File and the RP File, use "ORF Reimb Claim" in the Invoice field to identify these payments as being made from the ORF.

3. Complete the STD. 218 with the appropriate information. The payee is the agency name.
4. Prepare and submit a remittance advice with the claim schedule face sheet.

### **Liquidate Advance And Establish A Due From Other Funds**

The next step of the ORF reimbursement process is to liquidate the advance and establish a Due from Other Funds account. Use one of the following entries, as appropriate, to record the event in Fund 0998:

TC 281 Liquidate Expense Advance  
Dr. 1400 Due From Other Funds  
Cr. 1710 Expense Advances

**OR**

TC 279 Liquidate Travel Advance  
Dr. 1400 Due From Other Funds  
Cr. 1712 Travel Advances

**NOTE:** Salary advances (GL 1714) are always reimbursed by the employee's payroll warrant.

To liquidate the appropriate advance, use the document number of the original advance in the Reference Document Number field. Enter the claim schedule number in the Current Document Number field for audit trail purposes. This number is used to track the Due From Other Funds in the Document File for ORF reimbursements of travel expenses and vendor payments. The Subsidiary Account Number identifying the fund that will reimburse the ORF is entered for GL 1400 (usually **00010000** - Due from General Fund).

For ease of coding, enter the ORF Vendor Number. Regardless of the Vendor Number entered, CALSTARS looks up the Vendor Number from the original ORF Advance transaction to liquidate the document and post to the Vendor Payment Shadow File.

### **Record Deposit Of Reimbursement Warrant**

The final step of the ORF reimbursement process is to record the SCO's payment of the ORF claim schedule. For reimbursement claim schedules, the SCO issues a

warrant to the agency. The warrant is deposited and posted with the following entry in Fund 0998:

TC 178 Record the Deposit of ORF Reimbursement Warrant or Replenishment  
Journal Entry  
DR 1130 Revolving Fund Cash  
CR 1400 Due From Other Funds

Use the Current Document Number entered from the TC 279 or TC 281 transactions as the Reference Document Number to liquidate GL 1400-Due From Other Funds. Use a Subsidiary number that identifies the fund reimbursing the ORF (usually 00010000-Due From General Fund).

For reimbursement claim schedules, the SCO warrant is the source document for recording the ORF deposit. Enter the cash receipt or deposit number in the Current Document Number field or LC Deposit field.

The number used in the Current Document Number/LC Deposit field appears in the receipt area of the H06, Cash Receipt and Disbursement Register report for use in the bank reconciliation.

### **REPLENISHMENT CLAIM SCHEDULE PROCESS**

The first step of the replenishment claim schedule process is to prepare an automated or manual claim schedule. The procedures are discussed in the following sections.

#### **Automated Replenishment Claim Schedules**

1. Enter one of the following TCs to generate an automated claim schedule and post the expenditures:
  - TC 231 - Schedule Expenditures Not Previously Encumbered or Accrued
  - TC 232 - Schedule Expenditures Previously Encumbered
  - TC 233 - Schedule Expenditures Previously Accrued
2. Establish an ORF Replenishment Vendor Number/Suffix for each agency checking account number. Use Vendor Number AAAAAAAAAA with a Vendor Suffix within the range of 70 thru 79. CALSTARS uses this ORF replenishment vendor number to print the agency checking account number on the claim schedule face sheet.

The Vendor Name must include the agency checking account number and must be keyed in the **exact** format as shown below:

AGENCY CHECKING ACCT NBR: XXX

#### **Note:**

- XXX is the agency checking account number.



- The numeric values must be greater than zero.
  - One space must be keyed between the colon and the checking account number.
  - If the Vendor Name is not in this exact format, the error message V27-INVALID ORF VEN NAME is issued.
3. Use the ORF Replenishment Vendor Number/Suffix when entering the automated replenishment claim schedule transactions. With the exception of the Vendor Number, the claim schedule process is the same. For example, the same transaction codes are used (TC 231, etc) when keying transactions, and the same STD. 218 Claim Schedule face sheet is used when printing claim schedules. Refer to Exhibit XIII-4 for an example of the automated ORF replenishment claim schedule.

**Note:** Only one checking account number (Vendor Number AAAAAAAAAA / Suffix 70 thru 79) may be entered per batch. If an additional vendor number is keyed in the same batch, the error message E34-NO MIX OF ORF REIMB is displayed.

If an attempt is made to change the Vendor Number/Suffix through Error Correction, the error message G09-CAN'T CHNG ORF VEND is issued.

If the claim schedule batch is submitted externally with more than one vendor number, the entire batch is rejected with the error message R32-CAN'T MIX ORF VEND.

4. Remittance Advices (W06) are not created for ORF replenishment claim schedules. A remittance advice envelope should not be bound to the claim schedule package.

#### **Manual Replenishment Claim Schedules**

1. Enter one of the following TCs to post the expenditures for a manual claim schedule:
- TC 240 - Schedule Expenditures Not Previously Encumbered or Accrued
  - TC 243 - Schedule Expenditures Previously Encumbered
  - TC 246 - Schedule Expenditures Previously Accrued
2. Complete the STD. 219 with the same information normally included in a manual claim schedule. Ensure that the Agency Checking Account Number is included in the appropriate space on the STD. 219 form. Do not include a payee (agency name). Refer to Exhibit XIII-5 for an example of the manual ORF replenishment claim schedule (STD. 219)

**Note:** Obtain the STD 219 form (Replenishment Claim Schedule) from the Department of General Services' website at:

[www.osp.dgs.ca.gov/StandardForms/Default.htm](http://www.osp.dgs.ca.gov/StandardForms/Default.htm).

3. Do not prepare a manual remittance advice. A remittance advice envelope should not be bound to the claim schedule package.

### **Liquidate Advance And Establish A Due From Other Funds**

The next step of the ORF replenishment process is to liquidate the advance and establish a Due from Other Funds account. Use one of the following entries, as appropriate, to record the event in Fund 0998:

TC 281 Liquidate Expense Advance  
Dr. 1400 Due From Other Funds  
Cr. 1710 Expense Advances

**OR**

TC 279 Liquidate Travel Advance  
Dr. 1400 Due From Other Funds  
Cr. 1712 Travel Advances

**NOTE:** Salary advances (GL 1714) are always reimbursed by the employee's payroll warrant.

To liquidate the appropriate advance, use the document number of the original advance in the Reference Document Number field. Enter the claim schedule number in the Current Document Number field for audit trail purposes. This number is used to track the Due From Other Funds in the Document File for ORF reimbursements of travel expenses and vendor payments. The Subsidiary Account Number identifying the fund that will reimburse the ORF is entered for GL 1400 (usually **00010000** - Due from General Fund).

For ease of coding, enter the ORF Vendor Number. Regardless of the Vendor Number entered, CALSTARS looks up the Vendor Number from the original ORF Advance transaction to liquidate the document and post to the Vendor Payment Shadow File.

**Record Electronic Transfer**

The final step of the ORF replenishment process is to record the SCO's payment of the ORF claim schedule. For replenishment claim schedules, the SCO electronically transfers funds directly into the agency's checking account. The electronic transfer is posted with the following entry in Fund 0998:

TC 178 Record the Deposit of ORF Reimbursement Warrant or Replenishment  
Journal Entry  
DR 1130 Revolving Fund Cash  
CR 1400 Due From Other Funds

Use the Current Document Number entered from the TC 279 or TC 281 transactions as the Reference Document Number to liquidate GL 1400-Due From Other Funds. Use a Subsidiary number that identifies the fund reimbursing the ORF (usually 00010000-Due From General Fund).

For replenishment claim schedules, the SCO journal entry is the source document for recording the ORF transfer. Enter this JE number (the agency's claim schedule number) in the Current Document or LC Deposit field.

The number used in the Current Document Number/LC Deposit field appears in the receipt area of the H06, Cash Receipt and Disbursement Register report for use in the bank reconciliation.

**RECORD CLAIM CORRECTION**

If an ORF replenishment/reimbursement claim schedule is claim cut (reduced or returned without action) by the SCO, the following entries are made:

TC 236 Claim Correction in ORF (Fund 0998)  
Dr. Input GLAN (1710 or 1712)  
Cr. 1400 Due from Other Funds

**AND**

TC 253 Reduce Expenditure (Claim Correction)  
Dr. 1140 Cash in State Treasury  
Cr. 9000 Expenditures

## EXHIBIT XIII-4

|   |   |  |          |   |         |                  |                   |                            |     |        |             |  |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
|---|---|--|----------|---|---------|------------------|-------------------|----------------------------|-----|--------|-------------|--|---|--|-----------|--------------------|--------|----------------------------|--|---|--|--|--|--------|--|--------|--|
| STATE OF CALIFORNIA<br><b>CLAIM SCHEDULE</b><br>STD. 218 (Continuous) REV. 3-91   |   |  |          |   |         |                  |                   |                            |     |        |             | (DO NOT WRITE IN THIS SPACE)   |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
| <b>PAYABLE FROM</b>   |   | FUND SUB<br><b>9999</b>                    |          | FUND NAME<br><b>AIR QUALITY REVOLVING FUND</b>  |         |                  |                   |                            |     |        |             |  |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
|   |   | AGENCY NO.<br><b>9990</b>                  |          | AGENCY NAME<br><b>DEPARTMENT OF AIR QUALITY</b> |         |                  |                   |                            |     |        |             |  |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
| <b>APPROPRIATION</b>  |   | YR. OF STAT.<br><b>2004</b>                | METH<br> | REFERENCE/ITEM<br><b>999</b>                    | SEQ<br> | FFY<br><b>04</b> | CHAPTER<br>       | STATUTES<br><b>SEC 999</b> |     |        |             |  |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
|   |   | PURPOSE<br><b>SEC 999 AIR QUALITY CODE</b> |          |   |         |                  |                   |                            |     |        |             |  |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
| FED. CATALOG<br>NUMBER  | SCO<br>PROJ.                                | CATEGORY                                   | PGM.     | ELE.  | COMP.   | TASK             | GENERAL<br>LEDGER | RECEIPT<br>OBJECT          | F/S | AMOUNT | DESCRIPTION |  |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
|   |   |  |          |   |         |                  |                   |                            |     |        |             |  |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">SCHEDULE NUMBER<br/><b>0999999</b></td> </tr> <tr> <td>AUDIT CODE</td> <td>SCH. TYPE</td> </tr> <tr> <td colspan="2">PRINT WARRANT DATE</td> </tr> <tr> <td colspan="2">ISSUE WARR. DATE (REQUEST)</td> </tr> </table>   |   |  |          |   |         |                  |                   |                            |     |        |             | SCHEDULE NUMBER<br><b>0999999</b>  |   | AUDIT CODE   | SCH. TYPE | PRINT WARRANT DATE |        | ISSUE WARR. DATE (REQUEST) |  |   |  |  |  |        |  |        |  |
|   |   |  |          |   |         |                  |                   |                            |     |        |             | SCHEDULE NUMBER<br><b>0999999</b>  |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
|   |   |  |          |   |         |                  |                   |                            |     |        |             | AUDIT CODE   | SCH. TYPE                                   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
|   |   |  |          |   |         |                  |                   |                            |     |        |             | PRINT WARRANT DATE   |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
| ISSUE WARR. DATE (REQUEST)  |   |  |          |   |         |                  |                   |                            |     |        |             |  |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" rowspan="3" style="text-align: center; vertical-align: middle;">           (4)<br/><br/>           CONTROLLER'S WARRANT NUMBER<br/><br/>           DATE ISSUED (ACTUAL)         </td> </tr> <tr> <td>SIGN.</td> <td>CALC.</td> </tr> <tr> <td>PURCH.</td> <td>CONTR.</td> </tr> <tr> <td colspan="2">CORRECTIONS ENTERED</td> </tr> </table>   |   |  |          |   |         |                  |                   |                            |     |        |             | (4)<br><br>CONTROLLER'S WARRANT NUMBER<br><br>DATE ISSUED (ACTUAL)   |   | SIGN.  | CALC.     | PURCH.             | CONTR. | CORRECTIONS ENTERED        |  |   |  |  |  |        |  |        |  |
|   |   |  |          |   |         |                  |                   |                            |     |        |             |  |   | (4)<br><br>CONTROLLER'S WARRANT NUMBER<br><br>DATE ISSUED (ACTUAL) |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
|   |   |  |          |   |         |                  |                   |                            |     |        |             |  |   |  |           | SIGN.              | CALC.  |                            |  |   |  |  |  |        |  |        |  |
|   |   |  |          |   |         |                  |                   |                            |     |        |             | PURCH.   | CONTR.                                      |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
| CORRECTIONS ENTERED   |   |  |          |   |         |                  |                   |                            |     |        |             |  |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
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|   |   |  |          |   |         |                  |                   |                            |     |        |             | AUDITED  |   | APPR. PAY  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
|   |   |  |          |   |         |                  |                   |                            |     |        |             | F/A BAL. OK  |   | WARR. OK   |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
|   |   |  |          |   |         |                  |                   |                            |     |        |             | REPORTABLE PAYMENTS<br>PER S.A.M. 8422.19  |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
| NUMBER  |   | AMOUNT                                     |          |   |         |                  |                   |                            |     |        |             |  |   |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">           I hereby certify under penalty of perjury as follows:<br/><br/> <small>             *That I am a duly appointed, qualified and acting officer of the herein named state agency, department, board, commission, office, or institution; that the within claim is in all respects true, correct, and in accordance with law; that the services mentioned herein were actually rendered and supplies delivered to the state agency in accordance with the contract and law; that authorizations for purchases have been duly obtained wherever required and that amount claimed and articles delivered comply therewith; that the amounts of any refunds to claimants indicated herein were received from such claimants by the herein named agency in excess of that legally due it under the law, or are otherwise lawfully due such claimants; that all of the expenditures herein set forth are in accordance with the current budget allotments and provisions as approved by the Budget Division of the State Department of Finance, and that none of the expenditures are in excess thereof; that there has been full compliance with all provisions or restrictions in the budget act or any other appropriation relating to expenditures herein; that the claimants named herein are each entitled to the amount specified opposite their respective names and actually have been paid or will be paid as allow when warrant is received from the State Controller; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code, in incurring the item of expense mentioned in the attached claim, or in any other way; that any disaster service worker for whom compensation or reimbursement for expenses incurred is claimed herein has, if required by law, taken, subscribed, and filed the oath set forth in Section 1303 of the Government Code.*           </small> </td> <td style="width:10%;">           TOTAL OF SCHEDULE<br/><br/> <b>125, 110.00</b> </td> <td style="width:40%;"></td> </tr> </table> |   |  |          |   |         |                  |                   |                            |     |        |             | I hereby certify under penalty of perjury as follows:<br><br><small>             *That I am a duly appointed, qualified and acting officer of the herein named state agency, department, board, commission, office, or institution; that the within claim is in all respects true, correct, and in accordance with law; that the services mentioned herein were actually rendered and supplies delivered to the state agency in accordance with the contract and law; that authorizations for purchases have been duly obtained wherever required and that amount claimed and articles delivered comply therewith; that the amounts of any refunds to claimants indicated herein were received from such claimants by the herein named agency in excess of that legally due it under the law, or are otherwise lawfully due such claimants; that all of the expenditures herein set forth are in accordance with the current budget allotments and provisions as approved by the Budget Division of the State Department of Finance, and that none of the expenditures are in excess thereof; that there has been full compliance with all provisions or restrictions in the budget act or any other appropriation relating to expenditures herein; that the claimants named herein are each entitled to the amount specified opposite their respective names and actually have been paid or will be paid as allow when warrant is received from the State Controller; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code, in incurring the item of expense mentioned in the attached claim, or in any other way; that any disaster service worker for whom compensation or reimbursement for expenses incurred is claimed herein has, if required by law, taken, subscribed, and filed the oath set forth in Section 1303 of the Government Code.*           </small> | TOTAL OF SCHEDULE<br><br><b>125, 110.00</b> |  |           |                    |        |                            |  |   |  |  |  |        |  |        |  |
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## STATE OF CALIFORNIA REPLENISHMENT CLAIM SCHEDULE

STD. 219 (Treasury Trust) REV. 2-04)

**TC - 48**

(DO NOT WRITE IN THIS SPACE)

Date Filled

| <b>PAYABLE FROM</b>  | FUND                                       | SUB      | FUND NAME<br><b>AIR QUALITY REVOLVING FUND</b>  |      |       |      |                |         |                |        |             |
|----------------------|--|----------|---|------|-------|------|----------------|---------|----------------|--------|-------------|
|                      | <b>9999</b>                                |          |   |      |       |      |                |         |                |        |             |
|                      | AGENCY NO.<br><b>9990</b>                  |          | AGENCY NAME<br><b>DEPARTMENT OF AIR QUALITY</b> |      |       |      |                |         |                |        |             |
| <b>APPROPRIATION</b> | YR. OF STAT.                               | METH     | REFERENCE/ITEM                                  |      |       | SEQ  | FFY            | CHAPTER | STATUTES       |        |             |
|                      | <b>2004</b>                                |          | <b>999</b>                                      |      |       |      | <b>04</b>      |         | <b>SEC 999</b> |        |             |
|                      | PURPOSE<br><b>SEC 999 AIR QUALITY CODE</b> |          |   |      |       |      |                |         |                |        |             |
| FED. CATALOG NUMBER  | SCO PROJ.                                  | CATEGORY | PGM.  | ELE. | COMP. | TASK | GENERAL LEDGER | RECEIPT |                | AMOUNT | DESCRIPTION |
|                      |  |          |   |      |       |      |                | OBJECT  | F/S            |        |             |

SCHEDULE NUMBER

0999999

AUDIT  
CODE

SCH. TYPE

**AGENCY CHECKING ACCOUNT NUMBER 999**

(I)

JE TRANSACTION DATE

| LINE<br>NO. |  | INFORMATION  | AMOUNT      |
|-------------|--|--|-------------|
|             |  | <b>REPLENISHMENT CLAIM</b><br><br><b>REVOLVING FUNDS CHECKS ISSUED</b> | 125, 110.00 |

SIGN.

CALC.

PURCH.

CONTR.

CORRECTIONS ENTERED

**I hereby certify under penalty of perjury as follows:**

TOTAL OF  
SCHEDULE

125. 110.00

That I am a duly appointed, qualified and acting officer of the herein named state agency, department, board, commission, office, or institution; that the within claim is in all respects true, correct, and in accordance with law; that the services mentioned herein were actually rendered and supplies delivered to the state agency in accordance with the contract and law; that authorizations for purchases have been duly obtained wherever required and that amount claimed and articles delivered comply therewith; that the amounts of any refunds to claimants indicated herein were received from such claimants by the herein named agency in excess of that legally due it under the law, or are otherwise lawfully due such claimants; that all of the expenditures herein set forth are in accordance with the current budget allotments and provisions as approved by the Budget Division of the State Department of Finance, and that none of the expenditures are in excess thereof; that there has been full compliance with all provisions or restrictions in the budget act or any other appropriation relating to expenditures herein; that the claimants named herein are each entitled to the amount specified opposite their respective names and actually have been paid or will be paid as allow when warrant is received from the State Controller; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code, in incurring the item of expense mentioned in the attached claim, or in any other way; that any disaster service worker for whom compensation or reimbursement for expenses incurred is claimed herein has, if required by law, taken, subscribed, and filed the oath set forth in Section 1303 of the Government Code.\*

**AUDITED**

APPR. PAY

F/A BAL. OK

SIGNED

TITL E

DATE \_\_\_\_\_

APPROVED (IF REQUIRED)

## **ORF RECONCILIATION**

Two monthly reconciliations are required for revolving fund transactions per SAM Section 8193. Both reconciliations can be performed using CALSTARS reports and the bank statement sent by the State Treasurer. These reconciliations are described below.

### **Reconciliation of ORF Cash Book Balance to the Agency General Checking Account**

A reconciliation of the General Checking Account including ORF is provided by CALSTARS as part of the on-line Check Writer Subsystem. This reconciliation process is described in more detail in Volume 1, Chapter XIV, Check Writer Subsystem. To use this feature, an agency must have their Organization Control Table Check File indicator set to Y.

### **Reconciliation of ORF Resources to Amount of Cash Advanced**

When the CALSTARS ORF is used, data for this reconciliation is available from the G01 Report, Trial Balance of General Ledger Accounts, for Fund 0998. This report is supported by various document level or subsidiary reports for outstanding ORF advances to employees, vendor invoices paid by ORF but not yet scheduled for reimbursement, and ORF claims scheduled for reimbursement but not yet paid by the SCO.

## **ORF REPORTS**

There are several CALSTARS reports that provide specific information on ORF activity. Volume 6 provides detailed information on each of these reports. The following report descriptions provide some general information about ORF activity.

### **D02 - Aged Revolving Fund Advances**

The D02 Report identifies the balance of each outstanding ORF document and the length of time it has been outstanding. This report is prepared and sorted by the three ORF general ledger accounts (GL 1710 - Expense Advances, 1712 - Travel Advances, or 1714 - Salary Advances).

### **D08 - Office Revolving Fund Status Report**

The D08 Report provides data on all outstanding ORF documents. This report may be requested by document number order or vendor number order and with or without a general ledger sort. This report is useful to identify the number of documents and amounts outstanding for each vendor.

**D11 - Report of Document File Records with Abnormal Balances**

The D11 Report lists all documents with abnormal balances. ORF documents shown on this report should be reviewed to determine why the document has an abnormal balance. The necessary correcting transactions should be identified and posted.

**H06 - Cash Receipts and Disbursements Report**

The H06 Report displays all activity for transactions that post to general cash, agency trust fund cash and ORF cash. The report shows both cash receipts and disbursements for these accounts.

**HD1 - ORF Advance Transaction Analysis Report**

The HD1 Report provides detail by general ledger and document number for all ORF activity in a particular month. This report is useful for researching specific activity for a specific document number.

**K01 - Outstanding Check Report**

The K01 Report lists all outstanding agency checks for any checking account. It includes all CALSTARS check activity and supports the agency's General Checking Account bank reconciliation process. An agency must use the CALSTARS Check File feature (OC Table, Check File indicator = Y) to obtain this report.

**U01 - Vendor Payment Detail Report**

The U01 Report provides detailed information concerning ORF advances and claim schedule reimbursement activities. This report displays individual transaction activity for each vendor, only if a Vendor Number is used on the transaction.

**REVIEWING ORF ACTIVITY IN THE VENDOR PAYMENT FILE**

In the Vendor Payment File, all ORF advances are tracked by its assigned Vendor Number and the Current Document Number. The code entered in the Current Document Number field can be the actual check number or any unique value. A Vendor Number must be coded on the accounting transaction for the transaction to post to the Vendor Payment File.

Since the Current Document Number is used to track the status of the original advance in the Vendor Payment File, that Document Number must also be entered in the Reference Document Number field of all related accounting transactions. Each accounting transaction, whether it is a claim against an advance or a return of

an advance, records an individual entry in the Vendor Payment File. These activities should be cross-checked against the Document File for proper document posting.

All activity for each advance entered with a Vendor Number is displayed on the Vendor Payment Shadow File Inquiry Screen (Command **H.7**) and the U01, Vendor Payment Detail Report. The Vendor Payment Shadow File Inquiry Screen displays individual advances with a summarized balance for each advance. The U01, Vendor Payment Detail Report, shows only totals for each Vendor Number/Suffix.

To find information on a specific ORF advance in the Vendor Payment Shadow File Inquiry Screen, enter the Vendor Number and Suffix and the Current Document Number and Suffix assigned to the original advance and press **Enter**.

Advances are retained in the Vendor Payment File along with all related accounting activity until the balance is reduced to zero. Periodically, all advances more than 3 years old with zero balances are purged from the file. Report CFB061-1, ORF Vendor Payment Purge Report, lists the deleted records from the purge process. This report should be retained for historical and audit trail purposes.

### Vendor Payment Shadow File Screen Sample

The Vendor Payment Shadow File screens below show a typical travel advance, issuance of a second advance for the difference between the original advance and the travel expense claim, and the liquidation of the advance via an ORF reimbursement claim schedule.



**SCREEN 1**

| VENDOR PAYMENT SHADOW FILE INQUIRY -- SCREEN 1 |             |                          |          |                       |                              |               |  |                 |  |                     |   |      |
|--|-------------|--------------------------|----------|-----------------------|------------------------------|---------------|--|-----------------|--|---------------------|---|------|
| ENTER FUNCTION: _ (S=START, T=SCREEN 2)        |             |                          |          |                       |                              |               |  |                 |  |                     |   |      |
| ORG CODE: 9980                                 |             | VENDOR NO: 9999999999 99 |          |                       | DOCUMENT NO/SUF: 00101222 20 |               |  |                 |  |                     |   |      |
| VENDOR NAME: J DOE                             |             |                          |          |                       |                              |               |  |                 |  |                     |   |      |
| DOCUMENT<br>NO/SUF                             |             | INVOICE                  |          | CHECK NO/<br>SCHEDULE |                              | FD<br>FUND DT |  | PCA<br>T<br>C R |  | AMOUNT              |   |      |
| -----  |             | -----                    |          | -----                 |                              | -----         |  | -----           |  | -----               |   |      |
| 1/<br>2/<br>3/                                 | 00101222 20 | AUG97 TRAVEL             | 00101222 | 0998                  |                              |               |  | 423             |  | 500.00-             |   |      |
|  | 00101222 20 |                          | 00101250 | 0998                  |                              |               |  | 431             |  | 50.00-              |   |      |
|  | 00101222 20 |                          |          | 0998                  |                              |               |  | 279             |  | 550.00+             |   |      |
| DOCUMENT NO/SUF TOTAL 00101222 20              |             |                          |          |                       |                              |               |  |                 |  | NUMBER OF ENTRIES = | 3 | 0.00 |

1/  
2/  
3/

**SCREEN 2**

VENDOR PAYMENT SHADOW FILE INQUIRY -- SCREEN 2

ENTER FUNCTION: \_ (S=START, T=SCREEN 1)

ORG CODE: 9980

VENDOR NO: 9999999999 99

DOCUMENT NO/SUF: 00101222 20

VENDOR NAME: J DOE

| DOCUMENT<br>NO/SUF        | DOCUMENT<br>DATE | PROJ<br>NO. | CURRENT<br>NO/SUF | REFERENCE<br>NO/SUF | BATCH<br>DATE | BAT<br>NO | SEQ<br>NO_ |
|---------------------------|------------------|-------------|-------------------|---------------------|---------------|-----------|------------|
| 00101222 20               | 08-02-97         |             | 00101222 20       |                     | 08-02-97      | 001       | 00001      |
| 00101222 20               | 08-25-97         |             | 00101250 00       | 00101222 20         | 08-25-97      | 055       | 00013      |
| 00101222 20               | 08-25-97         |             | RF777788 00       | 00101222 20         | 08-25-97      | 065       | 00017      |
| TOTALS APPEAR ON SCREEN 1 |                  |             |                   |                     |               |           |            |

1/

2/

3/

1/  
2/  
3/

- 1/ TC 423 entered to disburse an automated ORF travel advance check for \$500.00. Check Number 00101222-20 is coded in the Current Document Number field for tracking the employee travel advance.
- 2/ A Travel Expense Claim (TEC) is filed by the employee for \$550.00. TC 431 is entered to record the issuance of Check Number 00101250-00, which is a second automated ORF check for the difference between the original advance and the TEC. Check Number 00101250-00 is coded in the Current Document Number field and the Current Document Number for the original advance 00101222-20 is coded in the Reference Document Number field.
- 3/ When the TEC is scheduled for ORF reimbursement, TC 279 is entered to liquidate the total \$550.00 travel disbursement and establish the amount as Due From Other Funds. The Current Document Number on the original advance 00101222-20 is coded in the Reference Document Number field. Regardless of the Vendor Number used in this transaction, CALSTARS looks up the Vendor Number from the original transaction (in this case the TC 423). Claim Schedule Number RF777788 to reimburse ORF is coded in the Current Document Number field.